Home Handover Defect Log

Record observations clearly and track each recheck.

Use one line per issue during handover and follow each item until the agreed action is reviewed and closed.

Property and handover date	Reviewer / representative	Drawing or scope revision

CHECK / NOTE / ASK

- [ ] **Current documents ready**
  Compare visible work with issued scope and selections.
- [ ] **Room-by-room route followed**
  A consistent route reduces overlooked spaces.
- [ ] **Issue ID and location recorded**
  Unique identifiers make follow-up traceable.
- [ ] **Photo and reference attached**
  Evidence clarifies observation and expected result.
- [ ] **Responsible party assigned**
  Every open action needs a clear owner.
- [ ] **Target response date agreed**
  Set a practical follow-up point in writing.
- [ ] **Technical concern escalated**
  Qualified people assess safety and hidden systems.
- [ ] **Repair rechecked and filed**
  Keep closure evidence and the handover record.

Print this sheet or fill it in a PDF app. Keep observations separate from decisions.

Preparation worksheet; project-specific review still required.

Turn notes into next steps.

Use one row per decision or observation. Add a photo/drawing reference where useful.

ID / room / observation	Owner / next action	Target / recheck status

AT YOUR NEXT MEETING

01 Who is responsible for each open item?

02 How will access and repair dates be agreed?

03 Which as-built, warranty and test records are still due?

READ THE GUIDE / CHECK THE SOURCES

CPWD Maintenance Manual 2019

CPWD: Defects Liability clauses (public works contract example)

BIS: National Building Code of India overview

Ready to discuss your home?

Request a quotation at arkline.studio/quote/